

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATION INSTRUCTION
NO. 

13 October 1947

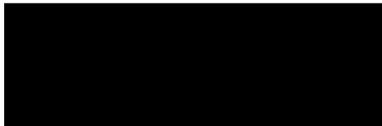
25X1A

SUBJECT: Official Routing Slips

1. Effective immediately the "Official Routing Slip" Form No. 30-4 and "Transmittal Slip Form No. 36-8 will be used for transmitting official papers between Offices and Staff Sections of the Central Intelligence Agency. These forms should also be used for intra-office routing purposes to the extent practicable.
2. Supply of these forms will be maintained by the Supply Division, Services Branch, A&M and may be obtained by requisition.
3. If special intra-office routing slips are essential, they may be used provided that:
 - a. Forms 30-4 and 36-8 cannot be made to serve the purpose.
 - b. They show no designation of organizational units of an office.
4. Existing intra-office routing forms may continue to be used until new supplies are necessary.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A



Executive for
Administration and Management

DISTRIBUTION: A

ATTACHMENTS:

- Sample of Form 30-4
- Sample of Form 36-8

(3090)

RESTRICTED

TRANSMITTAL . P		
_____ DATE _____		
TO:		
BUILDING	ROOM NO.	
REMARKS:		
FROM:		
BUILDING	ROOM NO.	EXTENSION
FORM NO. SEP 1946 36-8	(1299)	

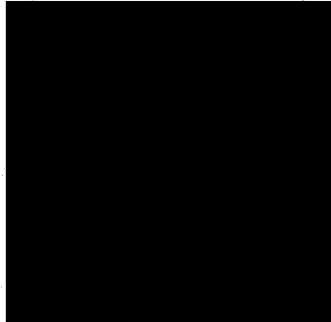
UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET <small>(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</small>															
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP															
TO		INITIALS	DATE												
1															
2															
3															
4															
5															
FROM		INITIALS	DATE												
1															
2															
3															
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SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED															

FORM NO. 30-4
SEP 1947

25X1A

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.



ADMINISTRATION INSTRUCTION
NO. [redacted]

13 October 1947

25X1A

SUBJECT: Official Routing Slips

1. Effective immediately the "Official Routing Slip" Form No. 30-4 and "Transmittal Slip Form No. 36-8 will be used for transmitting official papers between Offices and Staff Sections of the Central Intelligence Agency. These forms should also be used for intra-office routing purposes to the extent practicable.

2. Supply of these forms will be maintained by the Supply Division, Services Branch, A&M and may be obtained by requisition.

3. If special intra-office routing slips are essential, they may be used provided that:

- a. Forms 30-4 and 36-8 cannot be made to serve the purpose.
- b. They show no designation of organizational units of an office.

4. Existing intra-office routing forms may continue to be used until new supplies are necessary.

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Executive for
Administration and Management

DISTRIBUTION: A

ATTACHMENTS:

- Sample of Form 30-4
- Sample of Form 36-8

(3090)

RESTRICTED

Circulate to all
personnel in SFD.
Please initial

Return to
Registry

app. dist.
Erm
JMM
LH
JAY
RR
WV
SK
LWS
XKM
MS
MAY

Management

STATINTL

Adm Instr
GENERAL ORDER
NO. *1501* [redacted]

10 October 1947

SUBJECT: Official Routing Slips

1. Effective immediately the ~~attached~~ "Official Routing Slip" Form no. 30-4, ^{will be used} is the appropriate form for transmitting official papers between Offices and Staff Sections of the Central Intelligence Agency.

~~The attached "Transmittal Slip" Form No. 36-8 may also be used.~~ *These forms should also be used for intra-office routing purposes to the extent practical.*

2. Supply of these forms will be maintained by the Supply Division, Services Branch ^{ASDM} and may be obtained by requisition.

3. If special intra-office routing slips are essential, they may be used provided that:

- a. Forms 30-4 and 36-8 cannot be made to serve the purpose.
- b. They show no designation of organizational units of an office.

~~b. Reproduction is by mimeograph or ditto.~~

4. Existing intra-office routing forms may continue to be used until new supplies are necessary.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

DISTRIBUTION: A

Attachments

*Sample of Form 30-4
" " " 36-8*

*How about Management approval
of intra-office routing slips?*

*Control thereof
Reproduction: [redacted]*

STATINTL

RESTRICTED	CONFIDENTIAL	SECR	TOP SECRET	
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)				
CENTRAL INTELLIGENCE INTER-OFFICE ROUTING SLIP				
FROM		TO	INITIALS	DATE
	DIRECTOR OF CENTRAL INTELLIGENCE			
	DEPUTY DIRECTOR	✓		
	PERSONAL ASSISTANT TO THE DIRECTOR			
	EXECUTIVE OFFICE: EXECUTIVE DIRECTOR			
✓	EXECUTIVE FOR ADMINISTRATION & MANAGEMENT		WOS	13 Oct
	EXECUTIVE FOR INSPECTION & SECURITY			
	ADVISORY COUNCIL			
	SECRETARY, NIA			
	CHIEF, INTERDEPARTMENTAL STAFF			
	ASSISTANT DIRECTOR, SPECIAL OPERATIONS			
	ASSISTANT DIRECTOR, REPORTS & ESTIMATES			
	ASSISTANT DIRECTOR, OPERATIONS			
	ASST. DIRECTOR, COLLECTION & DISSEMINATION			
	CENTRAL RECORDS			
<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> INFORMATION <input type="checkbox"/> DIRECT REPLY <input type="checkbox"/> ACTION <input type="checkbox"/> RETURN <input type="checkbox"/> COMMENT <input type="checkbox"/> RECOMMENDATION <input type="checkbox"/> PREPARATION OF REPLY <input type="checkbox"/> FILE <input type="checkbox"/> SIGNATURE <input type="checkbox"/> CONCURRENCE <input type="checkbox"/> DISPATCH				
REMARKS: <i>All of our routing slips contain organizational data and they are often handled as unclassified matter. New forms have been cleared by all office WOS</i>				
RESTRICTED	CONFIDENTIAL	SECRET	TOP SECRET	

FORM NO. 36-26 AUG 1947 PREVIOUS EDITIONS ARE NOT TO BE USED